

LICENSES AND PERMITS

Requirements For New Chula Vista Businesses

Fictitious Business Name / DBA Statement

New businesses must obtain a fictitious business name if their business name does not include the name(s) of the owner(s) and describe the type of business. Fictitious business names are also known as 'Doing Business As' or 'DBA'. (For example, *Bob Smith's Plumbing* would not require a DBA; *Rainbow Services* would.)

For further information, contact

County Recorder (Chula Vista Office)
County of San Diego
344 F Street, Suite 200
Chula Vista, CA 91910
(619) 498-2200
www.co.san-diego.ca.us/cnty/cntydepts/general/assessor/services

Federal Employer Identification Number and Employment Eligibility Verification

Businesses that will have employees should obtain a federal taxpayer ID number (IRS Form SS-4) and workers compensation insurance prior to operating. Such employers are also required to keep on file information verifying that each employee has the legal right to work in the United States (Form I-9). Note that your employees do not have to be citizens of the United States, but they must establish their identity and employment eligibility.

For further information, contact

Entity Control
Internal Revenue Service
Fresno, CA 93888
(559) 452-4010 or (800) TAX FORM
www.irs.gov/smallbiz/sbse_forms_pubs

Chula Vista Business Licenses

Businesses operating within the City of Chula Vista (with or without a fixed location), including home based businesses, are required to obtain a business license annually.

For further information, contact

Business License Division
Planning and Building Department
City of Chula Vista
276 Fourth Avenue
(619) 691-5272

Zoning / Land Use Requirements

The Chula Vista Planning and Building Department determines whether a company's proposed use of a building or land is consistent with the City's established land use code. Informing the Planning Department prior to leasing or purchasing commercial / industrial space can ensure that there are no problems with a proposed use of property.

For further information, contact

Planning and Building Department
City of Chula Vista
276 Fourth Avenue
(619) 691-5101

Specialized Permits

Depending on the exact nature of a business, additional specialized permits may apply. A select list of such businesses is shown on the next page. Assistance with these permits can be received from several agencies, including the State of California Office of Permit Assistance and the San Diego Regional Permit Assistance Center.

For more information, contact

Office of Permit Assistance
California Technology, Trade and Commerce Agency, San Diego Office
750 B Street, Suite 1830
San Diego, CA 92101
(619) 645-2662
(619) 645-2663 FAX
www.commerce.ca.gov/permitassistance/



San Diego Regional Permit Assistance Center
Planning and Development Review Center
1222 First Avenue, Fourth Floor, MS412
San Diego, CA 92101
(619) 236-5938
(619) 236-7200 FAX
www.calgold.ca.gov/SanDiego/

Legal Organization

Many of the regulations that apply to business depend on how it is structured legally. The basic forms of organization are sole proprietorship, partnership, limited liability partnership, and corporation. Each of the different forms of organizations has advantages and disadvantages in terms of the ability to raise capital, control of assets and operations, and liability for the business' debts and actions. Attorneys or tax consultants can provide assistance in determining the best organizational structure for a new firm.

Office of Business Liaison
Immigration and Naturalization Service
Washington, DC
(800) 357-2099
office.business.liaison@usdoj.gov
www.ins.usdoj.gov/graphics/formsfee/forms

| Type of Business | Permit Agency | Contact |
|--------------------------------|---|----------------|
| Alarm Systems, Businesses with | Crime Prevention Unit, Police Department, City of Chula Vista | (619) 691-5187 |

REFERENCE BOOK

2003 Edition

| | | |
|--------------------------------|--|----------------|
| Alcoholic Beverage Sales | Office of Alcoholic Beverage Control | (619) 525-4064 |
| | Federal Bureau of Alcohol, Tobacco and Firearms | (619) 557-7079 |
| Arcades / Amusement Venues | Finance Department, City of Chula Vista | (619) 691-5051 |
| Card Rooms | Police Department, City of Chula Vista | (619) 691-5137 |
| Day Care Homes / Centers | Office of Community Care Licensing, California Department of Social Services | (619) 467-4388 |
| Dry Cleaning Facilities | Air Pollution Control District, County of San Diego | (619) 694-3307 |
| Live Entertainment Venues | Police Department, City of Chula Vista | (619) 691-5137 |
| Massage Establishments | Police Department, City of Chula Vista | (619) 691-5137 |
| Paint Booth Operations | Air Pollution Control District, County of San Diego | (619) 694-3307 |
| Pawnbrokers | Police Department, City of Chula Vista | (619) 691-5137 |
| Restaurants / Food Preparation | Department of Environmental Health Services, County of San Diego | (619) 338-2222 |
| Underground Storage Tanks | Hazardous Materials Division, County Department of Environmental Health | (619) 338-2222 |
| | Health Department, County of San Diego | (619) 692-8448 |
| | Regional Water Quality Control Board | (619) 265-5114 |
| | Fire Department, City of Chula Vista | (619) 691-5055 |
| Vending Machines | Finance Department, City of Chula Vista | (619) 691-5051 |

In addition, more than 100 types of service businesses such as car repair and security guard companies must be licensed with the California Department of Consumer Affairs through various boards and bureaus. For further information, contact California Department of Consumer Affairs at (916) 445-1254.

Building Permits (Building Expansion and / or Tenant Improvements)

A building permit gives legal permission to start construction of a building project. The building permit process ensures that the planned construction activity is in accordance with safety code requirements adopted by the City. Most changes to a site or building (other than interior painting or floor coverings) require a building permit.

For further information, contact

Planning and Building Department
City of Chula Vista
276 Fourth Avenue
(619) 691-5007

Environmental Review

Businesses that are constructing a new facility or those establishing a new use in an existing building, may need an initial environmental study conducted to determine the business's environmental impact, as required by California state law.

For further information, contact

Planning and Building Department
City of Chula Vista
276 Fourth Avenue
(619) 691-5101

Design Review / Sign Permits

Design review involves a comprehensive evaluation of the site plan, architecture and landscape design components of development. Generally, all commercial, industrial and institutional development is subject to design review. The City has a Design Manual that provides guidelines to assist the applicant with the design review process. Signage that identifies a business location will be subject to approval, as well.

For further information, contact

Planning and Building Department
City of Chula Vista
276 Fourth Avenue
(619) 691-5101

The City of Chula Vista Fax on Demand Document Library

The City of Chula Vista has a library of faxable documents that can be requested any time, day or night. These documents range from conditional use permits, design review applications, variance application, etc. These documents can be faxed to anyone with a fax machine or a personal computer with a fax machine equipped with a modem and fax enabled software.

For more information, contact

City of Chula Vista
276 Fourth Avenue
(619) 409-5990

